

**EZ BASIC EQUIPMENT GRANT
2007-2008
Information & Guidelines**

1. PROGRAM-SPECIFIC INFORMATION & GUIDELINES

1.1. What is this grant program and its purpose?

This grant program is intended to help eligible libraries have sufficient up-to-date computer workstations to ensure that their users have access to the Internet and online content, including NC LIVE resources, North Carolina ECHO, and StartSquad.org. These grants are to fund only the most basic hardware/equipment needs (i.e. computer workstations); Internet Infrastructure Improvement Grants are available to accommodate more advanced network infrastructure needs.

Computers for training labs, and other equipment for training or demonstrations of online content, are **not** funded in this grant category, but are allowable in Internet Infrastructure Improvement Grants.

This grant program helps achieve Outcome 1.1 in *Library Services & Technology Act Plan for Implementation in North Carolina – 2003-2007* (<<http://statelibrary.dcr.state.nc.us/lsta/plan2003-07.pdf>>): making certain that North Carolinians have access to electronic information resources through their libraries.

1.2. Who may apply?

The following libraries are eligible to apply for these grants:

- public libraries that qualify for grants from the Aid to Public Libraries Fund;
- community college libraries;
- libraries serving the constituent institutions of the University of North Carolina (which includes libraries serving the Area Health Education Centers and the North Carolina School of Science and Mathematics);
- libraries serving the member institutions of North Carolina Independent Colleges and Universities;
- qualifying state agency libraries; and
- the State Library of North Carolina.

An eligible public library system, academic institution, or state agency library may submit only one Basic Equipment Grant application in this round. [Definitions: *A library system is inclusive of all outlets making up that system (e.g. Nantahala Regional Library). An institution is the parent institution of the library (e.g. UNC-Greensboro).*]

1.3. What amount of funds may be requested?

The maximum amount that may be requested is \$25,000; and the minimum is \$2,500.

1.4. Are local matching funds required?

Yes. Basic Equipment Grants require local matching funds.

- The local contribution must equal a minimum of 15% of the amount of federal funds requested. The match is a 3 to 20 ratio of matching funds to grant funds. Example: If the grant amount requested is \$20,000, the local match must be at least \$3,000, and the total project cost will be at least \$23,000 (\$20,000 grant funds + \$3,000 local funds).
- The match may come from any combination of local or state funds or funds from non-governmental agencies (e.g. foundations, service clubs). Federal funds and local administrative overhead costs may **not** be used as match.

Matching funds must be

- spent for the same categories of allowable expenses as the grant funds;
- spent during the same allowable expenditure period as the grant funds (see Section 2.8. Grant program timeline); and
- available at the time a funded library signs the grant agreement.

No project funds (grant or matching dollars) may be encumbered or expended until library representatives and the State Librarian sign the grant agreement.

1.5. How may the project funds be used?

Grant funds are to be used to purchase computer hardware for user Internet access in a library. Funds also may be used for supporting equipment, software and one-time services essential to providing access to the Internet.

Allowable purchases:

- **Computer hardware**, e.g. public access workstations, including sufficient memory, storage, peripherals (i.e. printers, modems), and **computer furniture**. This includes hardware and furniture for **handicapped-accessible** workstations. Network computers ("thin client" applications) are eligible if the library already has the necessary server and software infrastructure to use them.
- Basic operating and communications **software** and related utility software to access the Internet. A basic office automation software package, to support effective use of Internet resources, may be included. Software necessary to enable users with disabilities to access Internet resources may be included. Other software is not eligible.
- One-time services such as **wiring** and **installation** charges.

Proposed hardware purchases (e.g. computers, printers) must be suitable for the project's purposes. Successful applicants may be asked to modify their requested purchases if reviewers note potential issues with the proposed specifications.

Use of LSTA funds for certain allowable purchases may require public libraries or public elementary and secondary school libraries to comply with the federal Children's Internet Protection Act (CIPA).

These purchases include the following:

- Computers used to access the Internet.
- Other items and services associated with accessing the Internet, including hardware, software, peripherals, network components, and accompanying installation costs. Specific examples include servers; workstations and the components that comprise a workstation; hubs, routers, cabling, modems, and other components of the network infrastructure; operating system software; Internet service provider (ISP) charges; and installation charges.

Additional information on CIPA, with guidelines and all required forms, is available at <<http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>>.

Unallowable expenses:

- Workstations for library staff.
- Equipment for placement in a facility that does not meet the definition of an eligible library as defined in North Carolina's LSTA Plan (see page III-2 of *Library Services & Technology Act Plan for Implementation in North Carolina – 2003-2007* at <<http://statelibrary.dcr.state.nc.us/lsta/plan2003-07.pdf>>). "Virtual libraries" without qualified staff, established to meet the needs of distance learners, do not meet this definition.
- **Ongoing operating costs**, such as monthly Internet Service Provider (ISP) fees.
- **Add-on or separate applications software** not specified as eligible above.
- **"Overhead" or indirect/administrative costs.**

1.6. What is the basis for selecting projects for funding?

To be eligible for consideration, an application must be received by the stated deadline. The following factors and criteria will be used to determine priority for funding among the eligible applications.

I. Need and Impact on Adequacy

- The extent to which a library currently meets the adequacy standards for minimum numbers of user Internet workstations will be a factor in determining priority for funding. Further information about the standards is available at <<http://statelibrary.dcr.state.nc.us/lsta/need-workstations07-08.pdf>>. Priority will be given to libraries that do not meet the minimum adequacy standards.
- A library that has already achieved the minimum adequate number of user Internet workstations may request additional workstations, or may request replacements for existing workstations; **however**, the library must justify the number of workstations requested. Age of workstations, or the library's equipment replacement guidelines, are not sufficient. A library must be able to justify why the workstations are inadequate, or explain how users will be affected if the workstations are not replaced.
- Reviewers will consider the seriousness of the current problem(s) affecting user access to the Internet and the degree to which the problem(s) will be addressed by the proposed project.

II. Local Commitment

To be eligible to receive a grant:

- A library must have an approved Acceptable Use Policy in place for user Internet access.
- A library or its parent institution or governing body must have an approved policy in place to assure that computer workstations are replaced at three-to-five-year intervals.

See Section 2.1 for additional factors and issues that may be taken into account in the review of all grant proposals and selection of applications for funding.

1.7. For further information about this grant program:

Questions about the Basic Equipment Grants should be directed to Penny Hornsby, Federal Programs Consultant, State Library of North Carolina, at 919-807-7420 or phornsby@library.dcr.state.nc.us

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2. GENERAL INFORMATION & GUIDELINES

2.1. What is the basis for selecting projects for funding?

In addition to the criteria and priorities listed in Section 1 of the Information & Guidelines for each LSTA grant program, the following criteria also apply:

I. Ability to Pay and Local Effort

In awarding LSTA grants to North Carolina libraries, two additional factors will serve as measures of institutional need if all other factors are equal in the review of a group of grant proposals. They are:

- **Ability to pay:** The relative resources available to fund library services from local government or within an academic institution—that is, the per capita local tax base or the per FTE institutional resources will be used as a measure of ability to pay for services locally, and
- **Local effort:** The relative local effort in supporting library services—that is, per capita support of a public library or, for academic libraries, the library operating expenditures as a percentage of the Educational and General Expenditures for the academic institution, or, for a school library, the per capita support or the library operating expenditures as a percentage of the general expenditure for the school.

The data used by State Library staff and reviewers to determine ability to pay and local effort is updated annually. Data for the current year is available at <http://statelibrary.dcr.state.nc.us/lsta/financialfactors0708.htm>.

II. Applicant's LSTA Grant History

Two other issues may be taken into consideration in selecting applications for funding:

- the quality and effectiveness of the applicant's management of prior LSTA grants, and
- if requests exceed available funds, the number and type of grants that a library has received over the life of LSTA and their total dollar value. This will help ensure that more libraries have the opportunity to benefit from LSTA grant funds.

2.2. Do you need a planning grant?

[NOTE: Planning grants are **required** as a preliminary step in two instances.

NC ECHO Heritage Partners Grants: applicants are **required** to have first successfully completed an LSTA Project Planning Grant.

Automated System Grants: applicants proposing to implement a shared automated system for a consortium **must** have first successfully completed a Technology Planning Grant.]

A library may determine that additional planning is needed before they are ready to apply for a grant. If so, a preliminary step may be to apply for one of the LSTA planning grants. These grants, which have no matching requirement, provide some funds to assist with costs of planning activities. There are three categories of planning grants.

- **LSTA Project Planning Grants** – to help libraries get ready to apply for specific LSTA grant programs, providing funds to carry out needs assessments; build collaborative partnerships and develop project plans; assess archival and special collections and create plans for digitizing them.
- **Planning Grants** – general planning for programs and services, process analysis, community-based planning for youth services, a building program or library space utilization study.

- Technology Planning Grants – developing a comprehensive technology plan, planning for a new or upgraded automated library system, including development of an RFP.

The State Library offers two cycles for its suite of planning grants. A mid-year 2006-2007 grant (application due November 20, 2006) would allow a library to complete planning activities between January and July 2007 in time to file a Letter of Intent (LOI) in November 2007 for a 2008-2009 project grant. If the Letter of Intent is successful, the library may submit a full application in late February 2008 for a project that would begin in July 2008.

Information (guidelines and applications) for mid-year planning grants can be found under “2006-2007 LSTA Grant Programs” at: <<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>>.

A library applying and funded for a planning grant in the regular cycle (2007-2008 applications due February 21, 2007) would have an allowable planning period of one year, beginning July 2007. With a regular cycle planning grant a library could potentially meet the November 2007 LOI deadline for a 2008-2009 Project grant, however the planning time is likely to be more compressed. A library must consider its own circumstances and capabilities to determine the most appropriate course of action.

A library may not receive the relevant planning grant and the Project grant for which they planned, in the same grant year.

2.3. What is the application and review process?

For Project grant programs (i.e., programs REQUIRING a Letter of Intent):

Project grant programs for 2007-2008 include: Automated System; Innovation / Demonstration; Internet Infrastructure Improvement; Library Outreach Services; NC ECHO Digitization; NC ECHO Heritage Partners.

The grant process for Project grant programs has two steps aimed at saving time and other resources for libraries that are interested in applying for some of the more complex grant programs. It allows the library to determine whether its project concept is eligible and/or competitive.

- Step #1: Letter of Intent: A library interested in applying for a Project grant must submit by November 20, 2006 a Letter of Intent (LOI) explaining the proposed project. (The Letter of Intent is a brief application form found at <<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>>.) The LOI will be used to determine whether the library is proposing a project that meets the criteria of the grant program. State Library staff and the LSTA Advisory Committee review the Letters of Intent and the LSTA Advisory Committee determines which libraries are authorized to submit a full application. Libraries will be notified of authorization by December 19, 2006.

For multiyear projects, the Letter of Intent must identify the intention to apply as a multiyear grant. The LOI must also identify activities that will occur over the life of the project and estimate a budget for the entire project.

- Step #2: Full Grant Application: Those libraries that receive authorization are invited to submit a full application with a project plan and budget. Full applications are due February 21, 2007.

For multiyear projects, the full application must include an action plan and timeline for all proposed years, including milestones or checkpoints to demonstrate progress for the full project; an estimated budget for all the years of the project; and, as appropriate, a plan for sustainability.

- To be eligible for review, full grant applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. February 21, 2007.
- Only **complete** applications from eligible institutions (those authorized to submit a full application) will be reviewed.
- Eligible applications will be reviewed and evaluated by State Library staff and outside peer reviewers, according to the grant program criteria. The LSTA Advisory Committee will consider the applications in conjunction with reviewer evaluations and make recommendations to the State Librarian regarding funding.
- Since the LSTA Advisory Committee reviews all LSTA Project grants and makes funding recommendations, no appeal is available.
- Announcement of funded applications will be posted to the State Library's LSTA web site (<<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>>) by the June award announcement date.
- No project funds (grant or matching dollars) may be encumbered or expended until library representatives and the State Librarian sign the grant agreement.

For EZ grant programs (i.e., programs NOT requiring a Letter of Intent):

EZ Programs for 2007-2008 include: **Basic Equipment**; LSTA Project Planning; NC ECHO Digitization Starter; Planning; School Library Collection Development; Strengthening Public and Academic Library Collections; Technology Planning.

- To be eligible for review, grant applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. February 21, 2007.
- Only **complete** applications from eligible institutions will be reviewed.
- Eligible applications will be reviewed and evaluated by State Library staff according to the grant program criteria. State Library Senior Management will make final decisions.
- Procedures for EZ grants allow for appeals of funding decisions. Awards are not final until the appeals process is completed.
- Announcement of funded applications will be posted to the State Library's LSTA web site (<<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>>) by the June award announcement date.
- No project funds (grant or matching dollars) may be encumbered or expended until library representatives and the State Librarian sign the grant agreement.

2.4. How are grant payments made?

- **Grant funds are paid on a reimbursement basis. Libraries pay project expenses using local funds, and are then reimbursed for *actual* documented expenses up to the grant amount awarded.**

- **June 30, 2008, is the date by which all project funds (grant and matching) must be spent.**
- Grant payments will only be made for expenses incurred after a library is awarded a grant and library representatives and the State Librarian have signed the grant agreement.
- Grantees must submit requests for reimbursement once a quarter, at a minimum. Regular reimbursements ensure an even flow of grant payments.
- By the postmark date of April 15, 2008, a minimum of seventy-five percent (75%) of the grant amount must be requested for reimbursement. Requests received by this date will be paid by June 30, 2008.
- **July 15, 2008 is the final postmark deadline** for submitting grant reimbursement requests. The State Library will complete all payments by August 30, 2008.

For grant programs that allow purchase of computer equipment:

The State Library understands that costs of computer equipment change rapidly. If proposed equipment is purchased for less than the grant award amount, the library must obtain State Library approval to use the balance of the grant funds. The State Library does not guarantee approval for additional purchases in order that all grant funds can be used.

2.5. What reports must grantees make?

As part of the evaluation process for LSTA grant programs, all grant recipients must complete a report on their grant-funded project. It will be due to the State Library by September 30, 2008. The report will include a summary of grant expenditures, review of the project's accomplishments and descriptions of outcomes/benefits for users. The State Library will provide a form for the grant report.

To help you develop your plan for evaluation and reporting, please review the type of report you will have to provide. The 2005-2006 online report form may be found at <http://statelibrary.dcr.state.nc.us/lsta/report0506.htm>.

Non-profit grantees must comply with the requirements of North Carolina General Statute 143-6.2 and the corresponding rules of North Carolina Administrative Code, Title 09, Chapter 03M, "Uniform Administration of State Grants," and the applicable requirements in the Office of the State Auditor's Audit Advisory ADV-2005-001 September 2005, including submission of required financial reports within six months (or nine months for \$500,000 threshold) of the end of the Library's fiscal year(s) in which grant funds are received.

2.6. What impact will CIPA have on LSTA grantees?

In Fall 2000, Congress passed the Children's Internet Protection Act (CIPA) establishing certain requirements that affect public and school libraries that use federal funds to support public access to the Internet. One result is that the State Library must assure the Federal Government that affected libraries have Internet safety policies in place and are using technology protection measures, e.g., filtering software technology. This requirement applies to public libraries and public elementary and secondary school libraries that receive LSTA funds to purchase computers for accessing the Internet or to pay for the direct costs of accessing the Internet.

Libraries that participate in the Universal Service (E-rate) program are also subject to CIPA compliance requirements, which are more stringent for the E-rate program than for LSTA.

E-rate CIPA compliance requirements take priority over those for LSTA. This means that a public or school library that is already complying with CIPA under the provisions of the E-rate program does not have to take any further compliance action to be eligible for LSTA funds. For additional information on CIPA compliance for libraries subject to LSTA rules, please see <http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>.

Every library that submits an application for funding to the State Library must include the appropriate CIPA certification documents as part of its application package. This applies to all grant applicants—no matter what type of library or what type of grant. This requirement is the result of guidance provided to state library agencies by the Institute of Museum and Library Services (IMLS), the federal agency that administers LSTA.

Additional information on CIPA, with guidelines and all required forms, is available at <http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>.

2.7. What else do applicants need to know?

Because these grants are from federal funds administered through a state agency, all grantees must adhere to required federal and state provisions. (See **Grant Provisions**, Section 3.) Please read these carefully.

2.8. Grant program timeline:

For Project grant programs (i.e., programs REQUIRING a Letter of Intent)

Programs include: Automated System; Innovation / Demonstration; Internet Infrastructure Improvement; Library Outreach Services; NC ECHO Digitization; NC ECHO Heritage Partners.

The following deadlines apply to 2007-2008 Project grants. Some dates are also included for 2006-2007 Mid-year planning grant programs.

September 13, 2006	<ul style="list-style-type: none"> Letter of Intent (LOI) announcement for Project grant programs; Guidelines and LOI application form available at URL below. Mid-year cycle 2006-2007 EZ planning grant guidelines and applications available (3 categories) – See “2006-2007 LSTA Grant Programs” at URL below. http://statelibrary.dcr.state.nc.us/lsta/lsta.htm
November 20, 2006	<ul style="list-style-type: none"> Letters of Intent due by 5:00 p.m. * Mid-year 2006-2007 planning grant applications due by 5:00 p.m. *
December 19, 2006	<ul style="list-style-type: none"> Approved Letters of Intent notified; applications available Announcement of funded Mid-year 2006-2007 EZ planning grants
February 21, 2007	Full applications due by 5:00 p.m. *
June 12, 2007	Announcement of funded projects
July 2007 – June 30, 2008	Grant project implementation and expenditure period for 2007-2008 projects
October 15, 2007	Postmark deadline for first grant reimbursement request
January 15, 2008	Postmark deadline for second grant reimbursement request
April 15, 2008	Postmark deadline for third reimbursement request; a minimum of 75% of grant amount must be requested by this deadline
June 30, 2008	Date by which all project funds must be spent
July 15, 2008	Final postmark deadline to submit grant reimbursement request
August 31, 2008	State Library completes grant payments
September 30, 2008	Final report due to State Library

* Must be **received** in the State Library’s Library Development Section Office, Room 210, Archives & State Library Building.

For EZ grant programs (i.e., programs NOT requiring a Letter of Intent):

Programs include: **Basic Equipment**; LSTA Project Planning; NC ECHO Digitization Starter; Planning; School Library Collection Development; Strengthening Public and Academic Library Collections; Technology Planning.

The following deadlines apply to 2007-2008 EZ grants.

December 19, 2006	Guidelines and applications available to libraries at < http://statelibrary.dcr.state.nc.us/lsta/lsta.htm >
February 21, 2007	Applications due by 5:00 p.m. *
June 12, 2007	Announcement of funded projects
July 2007 – June 30, 2008	Grant project implementation and expenditure period for 2007-2008 projects
October 15, 2007	Postmark deadline for first grant reimbursement request
January 15, 2008	Postmark deadline for second grant reimbursement request
April 15, 2008	Postmark deadline for third reimbursement request; a minimum of 75% of grant amount must be requested by this deadline
June 30, 2008	Date by which all project funds must be spent
July 15, 2008	Final postmark deadline to submit grant reimbursement request
August 31, 2008	State Library completes grant payments
September 30, 2008	Final report due to State Library

* Must be **received** in the State Library's Library Development Section Office, Room 210, Archives & State Library Building.

2.9. Instructions for preparing and collating your application:

Your application is one of many that reviewers will read. Following these instructions will make it easier for reviewers to read and evaluate your proposal:

- Use an 11-point font size or greater and margins at least 1" on all sides. Concise wording is best.
- Use a header or footer, with a single page numbering system, throughout the whole document except for the cover signature page. Handwritten page numbers on attachments are acceptable.
- When using attached sheets to answer questions, repeat the question and question number from the application form, but do not repeat explanatory information.
- Any supplemental information or attachments should follow the completed application form.
- If you append any material not specifically requested in the application, be judicious in how much you include. Provide extracts of long documents. Reviewers can pay more careful attention to applications that are concise and supporting materials that are directly relevant.
- Copy your pages front and back if possible, on plain white paper.
- Staple application in upper left corner, with signature page on top. Do not bind or include a cover letter.
- Be sure to enclose 1 original of the required CIPA certification forms in your application package. No additional copies are required.

2.10. Where do I apply?

Send completed applications to the address below. All applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. on February 21, 2007.

Send

- **one** (1) original of your application with certifying signatures in blue ink,
- **one** (1) signed original of each document specified by the *CIPA Certification Guidelines for LSTA Grant Applicants* (<<http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>>),
- **plus** the number of copies specified in the table below (excluding CIPA documents).

Grant Program	Application with original signatures in blue ink + CIPA Checklist (& Certification if required) <i>Include CIPA document(s) with original application only; do not make copies.</i>	Copies of application (in addition to the original signed in blue ink) <i>Do not include CIPA document(s).</i>
Project Grants		
Automated System	1	25
Innovation / Demonstration	1	25
Internet Infrastructure Improvement	1	25
Library Outreach Services	1	25
NC ECHO Digitization	1	25
NC ECHO Heritage Partners	1	25
EZ Grants		
Basic Equipment	1	15
Digitization Starter	1	15
LSTA Project Planning	1	15
Planning	1	15
School Library Collection Development	1	9
Strengthening Public & Academic Library Collections	1	15
Technology Planning	1	15

Warning: To be considered, applications must be received in the Library Development Office by the 5:00 p.m. February 21, 2007 deadline.

To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.

Delivery by commercial service (e.g. FedEx, UPS), or hand delivery: RECOMMENDED	Delivery by US Postal Service:
LSTA Grant Applications	LSTA Grant Applications
Library Development Section, Room 210	Library Development Section
State Library of North Carolina	State Library of North Carolina
Archives & State Library Building	4640 Mail Service Center
109 E. Jones Street	Raleigh NC 27699-4640
Raleigh NC 27601	

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GRANT PROVISIONS

The following state and federal provisions apply to the LSTA grant program. Libraries awarded grants must agree to comply with these provisions.

1. Grant Agreement and Timing of Expenditures

Official notification of the grant award must be received from the State Library and a grant agreement (formal agreement between the grantee and the State Library) signed by both the representatives of the library and the State Librarian *before* any funds may be encumbered or expended for the project.

2. Allowable and Unallowable Costs

Grantees must carry out the grant project according to the approved grant proposal, and all federal funds must be expended solely for the purpose for which a grant was awarded.

The following costs are unallowable and may not be proposed as grant project costs: bad debts, contingencies, contributions and donations, entertainment, fines and penalties, under recovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

3. Legal and Regulatory Compliance

Grantees must expend grant funds in accordance with all applicable local, state, and federal laws and regulations.

4. Budget Revisions and Programmatic Changes

Grantees must not deviate from the approved budget and plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the State Library.

5. Records Retention

Grantees must maintain adequate financial records to ensure complete reporting, and retain programmatic and financial records relating to the grant for a minimum of five years from the due date of the final grant report, or until all audit exceptions have been resolved, whichever is longer.

6. Free and Open Competition

Purchases made from grant funds must be carried out to ensure free and open competition to the extent possible. Libraries eligible to purchase under state contract may use this option for grant purchases.

7. Debarment & Suspension

Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs and activities (Debarment and Suspension Certification).

8. Equipment and Inventory

Equipment with unit price above \$500 purchased with grant funds must be labeled as purchased with LSTA funds and listed on biennial inventory reports requested by the State Library. If fair market value at the time of surplus or disposal exceeds \$5,000, disposal must be cleared with the State Library.

9. Publicizing & Acknowledging Funds

Grantees are required to credit IMLS/LSTA in all related publications and activities in conjunction with use of the grant funds. Grantees should publicize grant-supported activities in available and appropriate media.

The following acknowledgement statement must be used when meeting these requirements: "This publication/activity/program/etc) was supported by grant funds from the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Cultural Resources." Copies of any publications or materials produced under the grant must be submitted to the State Library.

10. Lobbying

Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over \$100,000 must file a certification regarding lobbying.

11. Non-discrimination

All library services provided as a result of the federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex. Relevant legislation includes the following:

Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Section 6101 of the Age Discrimination Act of 1975; The Americans With Disabilities Act of 1990; subject to certain exceptions, Title IX of the Education Amendments of 1972.

12. Audit and Financial Reporting Requirements

LSTA grants must be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations. The following source documents outline the standards and requirements:

- United States Office of Management and Budget: (OMB) Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations.
- North Carolina General Statute 143-6.2 "Use of State funds by non-State entities", and the corresponding rules of North Carolina Administrative Code, Title 09, Chapter 03M, "Uniform Administration of State Grants."

LEGAL REFERENCES:

- Nondiscrimination in Federally Assisted Programs – 45 CFR 1110
- Nondiscrimination on the Basis of Handicap in Federally Assisted Programs and Activities – 45 CFR 1170
- Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments – 45 CFR 1183
- Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants) – 45 CFR 1185
- OMB Circular A-102 – Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-110 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- OMB Circular A-87 - Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-21 - Cost Principles for Education Institutions
- OMB Circular A-122 - Cost Principles for Non Profit Organizations

State Library of North Carolina - Library Services and Technology Act

**EZ BASIC EQUIPMENT GRANT
2007-2008
Application**

DUE DATE: Original and required copies must be received by 5:00 p.m. February 21, 2007 in the Library Development Section Office, Room 210.

INSTITUTION / LIBRARY _____

MAILING ADDRESS: _____

U.S. CONGRESSIONAL DISTRICT (in which institution is located): _____

PROJECT MANAGER, NAME / TITLE: _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

FUNDS (whole dollars only):	Grant Amount Requested	\$
	Grant request maximum \$25,000; minimum \$2,500)	+
	Matching Funds	\$
(Match must equal at least 15% of grant amount requested)		
	Total Project Funds =	\$

ABSTRACT: Provide a brief abstract of your project in the space below. See instructions on the following page.

CERTIFICATION AND SIGNATURES:

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying institution/library.

Printed name of library director

Printed name & title of local government or
Institutional authorizing official

Signature, Library Director

Signature, above official

Date

Date

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ABSTRACT INSTRUCTIONS:

The abstract should **clearly and concisely** summarize your project. The abstract must not exceed the space available on the signature page (page 1). The abstract should only include information that is in the body of the proposal.

INSTRUCTIONS FOR PREPARING AND COLLATING YOUR APPLICATION:

Refer to Section 2.9 of the *Information & Guidelines*.

It is critical that you review the grant program Information & Guidelines before completing this application.

1. PROJECT DESCRIPTION & JUSTIFICATION:

a. Describe the project you wish to carry out. What do you propose to purchase?

Use only the space provided below.

b. Explain the need for this project.

- What is the extent of the current problem(s) affecting user access to the Internet, NC LIVE and other online resources? How will the proposed purchases improve services to your users and their access to these resources?
- If your library already meets or exceeds the minimum adequate number of user Internet workstations, you must justify the requested number.
- If workstations will be replaced, you must justify why they need to be replaced. (It is not sufficient to cite the age of workstations, or the library's equipment replacement guidelines. Explain why the workstations are inadequate. What is the predicted impact on users if the workstations are not replaced?)

2. USERS AND RESOURCES:

a. Complete the appropriate space below to show the number of eligible library users.

For community college libraries:

Use data from Table 26 "Annualized Curriculum and Continuing Education Full-Time Equivalent (FTE) 2004-2005" posted at <<http://statelibrary.dcr.state.nc.us/lsta/ccfte0405.htm>>.

Source: *2004-2005 Annual Statistical Reports* (North Carolina Community College System).

FTE Students	
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For libraries serving public and private colleges and universities:

Use data from Table 5 at

<<http://www.northcarolina.edu/content.php/assessment/reports/abstract-current.htm>>.

The direct link to Table 5 is at

<<http://intranet.northcarolina.edu/docs/assessment/Abstract/2005-06/section%201/T.0506.pdf>>

Source: *Statistical Abstract of Higher Education 05-06* (The University of North Carolina, April 2006).

FTE Students	
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For public libraries:

Use data from Table 1, Library Profile, at the State Library's web site:

<<http://statelibrary.dcr.state.nc.us/ld/plstats0405/0405table01.pdf>>.

Source: *Statistical Report of North Carolina Public Libraries, July 1, 2004-June 30, 2005* (State Library of North Carolina, April 2006).

Legal Service Area Population	
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Definitions of FTEs and Legal Service Population may be found in *Measures of Need: Computer Workstations for User Access to the Internet 2007-2008* available at <<http://statelibrary.dcr.state.nc.us/lsta/need-workstations07-08.pdf>>.

2. USERS AND RESOURCES, continued:

b. User Access Workstations (All applicants complete this section.)

For every library location in your system/institution, list the current number of workstations for **user access** to the Internet and the number requested for purchase with these grant funds. Provide figures for **all** locations/branches, not just the locations for which you are requesting equipment.

As stated in *Measures of Need: Computer Workstations for User Access to the Internet 2007-2008* (<<http://statelibrary.dcr.state.nc.us/lsta/need-workstations07-08.pdf>>), evaluations for this grant program will be based on the total number of workstations available to users in an academic library or a public library system—not on the basis of the number of workstations in a single facility.

Facility <i>(list each library location on a separate line)</i>	Workstations		
	<i>Current</i>	<i>Requested</i>	<i>TOTAL</i>
SYSTEM TOTALS			

[Note: Numbers in Current and Total columns may be the same if some of the Current workstations will be replaced.]

- c. If you are proposing to purchase network computers (“thin client” applications), does the library already have the necessary server and software infrastructure to use them? (Server and software for thin clients are not an allowable grant expense.)

Yes, already available _____ and/or Budgeted _____

3. BUDGET:

Round total amounts to whole dollars.

	Quantity	Unit Cost	LSTA \$	Local \$	Total \$
a. Computer workstations	_____	_____	_____	+ _____	= _____
b. Modems or network cards	_____	_____	_____	+ _____	= _____
c. Printers	_____	_____	_____	+ _____	= _____
d. Other computer hardware	_____	_____	_____	+ _____	= _____
_____	_____	_____	_____	+ _____	= _____
_____	_____	_____	_____	+ _____	= _____
e. Software	_____	_____	_____	+ _____	= _____
f. Furniture	_____	_____	_____	+ _____	= _____
g. Wiring	_____	_____	_____	+ _____	= _____
h. Installation	_____	_____	_____	+ _____	= _____
_____	_____	_____	_____	+ _____	= _____
i. TOTAL PROJECT COSTS (a.-h.)			_____ *	+ _____ **	= _____

* Grant funds requested must equal at least \$2,500, but cannot exceed \$25,000. Costs exceeding the maximum grant amount of \$25,000 must be paid from local sources.

** Local **matching** funds must equal at least 15% of the LSTA grant request (i.e. a 3 to 20 ratio, or approximately 13% of total project costs).

4. BUDGET NARRATIVE:

- a. Provide a detailed description of **equipment** that will be purchased (make and model, specifications). Be sure to include complete specifications for **ALL** equipment. (Use worksheet at 4.c on next page and/or attached sheets.)

Applications that do not include **complete** specifications for equipment will **not** be considered for funding.

Provide descriptions, specifications and explanations of **any other** computer equipment, software, furniture, and installation or wiring purchases for this project. If not listed on the worksheet, provide the information on a separate sheet.

- b. Matching Funds**

The required local matching funds must be available by the time the library signs the grant agreement. **Describe the source of the matching funds** (i.e. where they will come from), when they will be available, and who is guaranteeing the match.
(If necessary, you may use a separate sheet.)

4.c. Worksheet

Fill out this worksheet, and/or attach separate sheets, to indicate make, model #'s and **complete** specifications for **all** the equipment you plan to purchase for this project. Attach this worksheet to your grant application. Make extra copies of the worksheet if necessary.

Computer make:	
Computer model:	
Component	Grant Purchase Specifications
Processor Speed (GHz)	
RAM (MB or GB)	
Hard Disk Size (GB)	
Optical Disk Drive Type	
Monitor Type and Size	

List make, model #'s and complete specifications for any other Equipment included in the budget:

List any Application Software included in the budget:

Provide specifications for any other proposed expenditures:

5. HANDICAPPED ACCESSIBLE EQUIPMENT:

If your project includes purchasing computer workstations and/or software to aid handicapped users in accessing the Internet and online resources, describe plans for

- adequate technical support to keep the workstations functioning (e.g., library or institution staff responsibility and training, service contracts, etc),
- training library staff and users in effective use of the specialized equipment/software, and
- making potential users aware of the accessible equipment.

6. EQUIPMENT REPLACEMENT:

Provide **one** copy of the appropriate local policy for regular equipment replacement. The policy must clearly state the *date adopted* and the *official adopting body*.

7. ACCEPTABLE USE POLICY:

Provide **one** copy of the library's Acceptable Use Policy for user Internet access. The policy must clearly state the *date adopted* and the *official adopting body*.

8. CIPA CERTIFICATION AND COMPLIANCE:

Every library that submits an application for funding to the State Library *must* include the appropriate CIPA certification document(s) as part of its application package. However, most libraries will not be subject to CIPA compliance as a result of receiving LSTA funds.

Applicants should *carefully* read the CIPA Certification Guidelines for LSTA Grant Applicants (<<http://statelibrary.dcr.state.nc.us/lsta/certguidelines07.pdf>>) to determine what document(s) to submit. Submit only **one** original of each required document with the application.

Those interested in compliance information should read the LSTA CIPA Compliance Information document at <<http://statelibrary.dcr.state.nc.us/lsta/compliance07.pdf>>. A single web page with these links is at <<http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>>.

If you have questions regarding CIPA certification and compliance, please contact Grant Pair at gpair@library.dcr.state.nc.us or 919-807-7408.

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**Do not include this instruction page with your application.**

**APPLICATION CHECKLIST:** A complete application package will include:

- \_\_\_\_\_ Application signature page signed by appropriate persons.
- \_\_\_\_\_ Complete proposal that responds to every required section of the application.
- \_\_\_\_\_ Complete budget table, with figures that add up correctly.
- \_\_\_\_\_ Budget narrative and explanation of source and availability of matching funds.
- \_\_\_\_\_ **1 original application** with certifying signatures **in blue ink, plus 15 copies** (16 total).
- \_\_\_\_\_ **1** copy of Equipment Replacement Policy.
- \_\_\_\_\_ **1** copy of Acceptable Use Policy for user Internet access.
- \_\_\_\_\_ **1 original** of the required **CIPA** certification form(s).

**SUBMISSION & FORMAT INSTRUCTIONS:** Make sure that your application is prepared according to the recommended format. Refer to instructions in Section 2.9 of the *Information & Guidelines*.

**DELIVERY INFORMATION:**

***DUE DATE:*** *The complete application package must be received by 5:00 p.m. February 21, 2007 in the Library Development Section Office, Room 210.*

| <b>Delivery by commercial service (e.g. FedEx, UPS),<br/>or hand delivery:       RECOMMENDED</b>                                                                                    | <b>Delivery by US Postal Service:</b>                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| LSTA Grant Applications<br>Library Development Section, Room 210<br>State Library of North Carolina<br>Archives & State Library Building<br>109 E. Jones Street<br>Raleigh NC 27601 | LSTA Grant Applications<br>Library Development Section<br>State Library of North Carolina<br>4640 Mail Service Center<br>Raleigh NC 27699-4640 |

**Warning:** To be considered, applications must be received in the Library Development Office by the 5:00 p.m. February 21, 2007 deadline.

To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.

**Do not include this instruction page with your application.**